

Request for Qualifications for

**Engineering Services for the
Rehabilitation of a Storm Pump Station**

Qualifications due...

January 27, 2006

4:00 PM (PST)

Qualifications due...

January 27, 2006

4:00 PM (PST)

Send to...

CITY OF SAN JOSE

DEPARTMENT OF PUBLIC WORKS

Engineering and Construction Services Division

1661 Senter Road, Building A, 1st Floor

SAN JOSE, CA 95112

PROJECT MANAGER

Michael McCullough

(408) 998-6005

(408) 971-4692 FAX

TABLE OF CONTENTS

Page

1.0	GENERAL INFORMATION.....	1
2.0	SCOPE OF SERVICES.....	2
3.0	REQUIREMENTS.....	2
4.0	SELECTION PROCESS.....	2
5.0	SCHEDULE.....	3

ATTACHMENT A Scope of Services

ATTACHMENT B Insurance Requirements

ATTACHMENT C Statement of Qualifications Format & Submittal Requirements

1. Submittal Time and Address
2. Format – Statement of Qualifications
3. Questions Regarding Request for Qualifications & Proposals
4. Signature Form

ATTACHMENT D Local Business Enterprise

1.0 GENERAL INFORMATION

This Request for Qualifications (RFQ) identifies the general scope of the Bird Avenue Storm Pump Station Rehabilitation Project and the procedures for consultant involvement.

Background

The City of San Jose (City) operates an aboveground storm drainage pump station located on Bird Avenue under the UPRR railroad crossing, just south of Virginia Street. The station collects runoff from the under crossing and adjacent areas and discharges into the storm drain system.

The pump station includes the following equipment:

- Two 3,250-gallon per minute, 2-stage vertical propeller pumps (Johnson model no. 14PO)
- Two 30-hp, 460-volt, 3-phase motors (General Electric model no. SK6248XH187 A)
- A Tesco motor control unit
- 480-volt, 225-amp, 3-phase, 3-wire electrical service
- A 9-foot diameter, 29-foot deep cylindrical underground wet well
- A diesel generator

In recent years, City staff has detected a very slow movement of the wet well and adjacent floor area and possibly the pump station structure. The movement is having adverse effects on the alignment of the pump shafts and the connection of the pumps to the inlet and discharge pipes.

Storm water in the underpass is collected by two catch basins on Bird Avenue and is directed to the wet well through a 48-inch chamber. Bypass access can be achieved from the chamber, which has a manhole on Bird Avenue approximately 30 feet from the pump station.

Each pump discharges into a 12-inch discharge pipe which increases to 18 inches by way of an eccentric reducer. The two 18-inch pipes discharge into a 6-foot diameter outlet manhole east of the pump station. The storm water flows from the manhole into the storm drain system.

The City desires to:

- A. Alleviate the settlement/movement problem.
- B. Replace the two pumps and any affected controls with new equipment.
- C. Remove the existing backup generator and fuel storage tank.

The consultant's engineering services shall include the following areas of expertise, as deemed necessary. Any additional services, as requested by the City, but not included below, will be addressed in the Additional Services section of the final consultant agreement.

- A. Civil, electrical and mechanical engineering services.
- B. Geotechnical services.
- C. Hazardous soils/waste identification or disposal.
- D. Services during the bidding process, such as responding to bidders' questions, issuing addenda, evaluating bids for technical conformance, preparing a letter of recommendation for the award of the construction contract, and conforming drawings or specifications.

- E. Services during the construction phase, such as reviewing shop drawings; responding to contractor's questions; preparing design clarifications, change requests, and operation and maintenance manuals; and furnishing start-up assistance.

2. SCOPE OF SERVICES

The scope of services to be provided by the consultant shall consist of, but not be limited to, the services listed in Attachment A, Scope of Services.

3. REQUIREMENTS

Responding consultants shall have relevant experience and the ability to provide professional services described herein.

Responding consultants shall submit a Statement of Qualifications in accordance with the requirements specified in Attachment C, Statement of Qualifications Format & Submittal Requirements.

Responding consultants shall comply with the General Insurance requirements as stated in Attachment B, Insurance Requirements. All General Insurance requirements must be satisfied prior to the execution of a formal consultant agreement with any firm. The Insurance Requirements are provided for information only. Responding firms should carefully review the requirements and be prepared to submit appropriate policy statements if selected by the City to enter into a formal consultant agreement for services.

4. SELECTION PROCESS

Submittals which do not meet the submittal requirements or are received after the deadline will not be considered for review. All responses to this RFQ that meet the submittal requirements and the submittal deadline will be evaluated as described below.

Preliminary Selection

The City will make a preliminary selection of consultant firms based on a review of each respective applicant's Statement of Qualifications (SOQ). The City will evaluate each SOQ based on the following:

- Quality and completeness
- Relevance and conciseness (Please do not include information and materials that are not relevant to or requested by this RFQ.)
- Qualifications relating to the required scope of services
- Qualifications and experience of staff


Interview

A single set of interviews with the most qualified firms, as determined by the review committee, will be held in order to further evaluate the consultant firms. Up to thirty minutes will be allowed for presentations and another fifteen minutes for questions from the interview panelists. The

consultant's proposed Project Manager shall lead the presentation.

Final Selection

The City will develop a list of consultants based on the SOQ, consultant's attitude and interest, and overall performance during the interview. The list will aid the City in the final selection of the consultant. Further consideration will be given to past performance record and ability to meet project schedules. Under the City's Local Business Enterprise Policy, if consultants are equally qualified, preference will be given to the consultant with offices located in San Jose. The City's Local Business Enterprise Policy is included in this RFQ as Attachment D, Local Business Enterprise.

The City will communicate the selection results to each consultant that submitted an SOQ by the deadline ified herein.

The City will initiate scope and fee negotiations with the selected consultant. If agreement cannot be reached, negotiations with the firm will cease and will commence with another finalist.

In the event a consultant does not wish to negotiate, it may waive negotiations.

5. SCHEDULE

The schedule for submission of the Statement of Qualifications and the selection process is as follows:

SOQ Submittal Deadline	January 27, 2006 4:00 PM (see note below)
Interviews (tentative)	February 13 & 14, 2006
Final Consultant Selection (tentative)	February 15, 2006

Note: SOQs must be delivered to and accepted by City staff at the Department of Public Works, Engineering and Construction Services Division, 1661 Senter Road, Building A, First Floor, San Jose, CA 95112.

ATTACHMENT A

SCOPE OF SERVICES

The following describes the services to be provided by the consultant and the assumptions made to determine the level of effort.

Task 1 - Develop Design Basis

The purpose of this task is to develop a design base for the following:

1. Remove the existing two Johnson pumps and associated piping.
2. Remove diesel generator and fuel tank.
3. Remove components of motor control unit as deemed necessary. (Tesco Liquitronic III may be able to be updated with communication capability.)
4. Meet all environmental requirements for any removal and or demolition.
5. Provide for dedicated data line connection (T-1 line)
6. Perform all necessary investigations to determine the cause of the settlement/movement.
7. Present a comprehensive solution to completely alleviate any settlement/movement.
8. Design any modifications to the pump station to completely alleviate any settlement/movement.
9. As an option, the pump station building may be demolished and not replaced if doing so will reduce the cost of the construction.
10. In case of the building demolition, install anti vandalism fence (with view guard or cyclone fence) around the pump station.
11. Provide for site lighting.
12. Make provisions to continue the existing electrical service to the adjacent R/R bridge lighting and site irrigation system.
13. Install two Flygt submersible pumps, or approved equivalent, and all necessary piping, with the same capacity as the existing pumps (approximately 3,250 gallons per minute at 23 feet head, each).
14. Install Tesco motor control center, or approved equivalent, and configure with the existing system.

Develop design criteria prior to beginning the preparation of final design documents.

Task 1.1 - Review existing drawings. The City will provide the available record drawings of the existing pump station site.

Task 1.2 - Develop process schematic. The consultant shall develop a process schematic showing the proposed equipment together with equipment design criteria and proposed instrumentation.

Task 1.3 – Conduct field check of the existing facilities. Check the accuracy of the existing drawing and prepare a single line sketch indicating the existing equipment. This will be used in final design to determine which equipment may be removed and which re-used.

Task 1.4 - Review meeting with the City. Consultant shall meet with the City to review the proposed process schematic and design criteria and design alternatives. Consultant will issue

meeting minutes documenting the decisions made during the review meeting.

Task 1.5 - Prepare conceptual construction cost estimate. After the City's comments are incorporated into the process schematic and design criteria, consultant shall prepare a budget level cost estimate for construction of the proposed facilities.

Task 1.6 - Prepare draft Technical Memorandum (TM). Consultant shall prepare a brief technical memorandum summarizing the results of the prior tasks. Deliverable shall be the hand drawn layout, the cost estimates and a written summary of the project scope together with the process schematic.

Task 1.7 – Assign a senior engineer for QA/QC of the draft TM. Consultant shall have a senior engineer experienced in wastewater construction projects review and comment on the draft TM before it is delivered to the City. Deliverable to the City shall be one electronic copy of the draft TM transmitted to the City.

Task 1.8 - Review of the draft TM with the City. Consultant shall meet with the City at the City's office to review the City's comments and respond to questions about the contents of the TM. Deliverable will be meeting minutes documenting significant comments on the TM.

Task 1.9 - Incorporate comments and reissue the TM. Consultant shall revise the TM to incorporate the City's comments during the review meeting. Deliverable will be one electronic version in PDF format of the final TM, with the copy sealed and signed by the engineer in responsible charge.

Task 2 - Prepare Final Design Documents

Based on the agreed design basis from Task 1, the consultant shall prepare final design documents suitable for public bidding of the construction of the project. The estimated level of effort for the consultant performing Task 2 is based on the scope of the modifications being substantially as described above.

Task 2.1 - Prepare Bid Documents: Consultant shall prepare drawings and specifications as necessary for public bidding for the construction of the project. Assumptions for estimating the level of effort for the bid documents include:

- Bid document drawings shall be in Microstation drawing format and specifications will be in Microsoft Word format.
- Technical specifications shall follow the City of San Jose Standard Specifications, July 1992, format.
- To reduce the number of drawings required, drawings may utilize photographs and/or notes to indicate portions of the work necessary, in place of details or sections.
- When applicable, technical drawings and details shall conform to the City of San Jose Standard Details, July 1992.

Task 2.2 – Conduct Progress Meetings: Consultant's project manager shall meet with the City's project manager in the City's office on a monthly basis to review project status and discuss the current status of the design effort and the upcoming month's effort.

Task 2.3 - Design Review Meetings: Consultant shall submit design documents at 35, 75 and 100 per cent completion for the City's review and comment. Consultant and key discipline leads of consultant shall meet with the City in the City's office to discuss the design documents and any questions or comments the City may have. The design review meeting will be held one week following submittal of the design documents to the City.

Task 2.4 – Prepare Construction Cost Estimate: At the 75 and 100 percent completion of design, the consultant shall prepare a construction cost estimate for the project. The construction cost estimate will be submitted prior to the design review meetings.

Task 2.5 - Submit Bid Document: Consultant shall incorporate the City's comments on the 100 percent submittal and prepare a final Bid Document submittal. The City will print and distribute bid documents.

Task 3 - Services During Bidding

Consultant shall assist the City during the public bidding process by providing the following services:

Task 3.1 - Respond to Bidder's Questions: Consultant shall prepare responses to bidder's questions. The level of effort assumes there will be up to 15 questions that require written responses.

Task 3.2 – Prepare Bid Addenda: Consultant shall prepare bid document addenda to clarify the bid documents or respond to bidders' questions.

Task 3.3 - Evaluate Bids for Technical Conformance: Consultant shall review the bids of the apparent low bidder and the next two apparent low bidders for conformance to the technical requirements of the bid documents. Consultant will summarize the results of this review in a letter to the City.

Task 3.5 - Prepare Conformed Bid Documents: Prior to the City's issuance of a Notice to Proceed for the construction work, consultant shall conform the drawings and specifications to include all modifications to the documents that were included in any addenda issued to bidders. The City will print copies as necessary for use by the construction contractor and the City.

Task 4 - Project Management

This task includes those items related to planning the services, managing the services, keeping the City informed of progress and issues, invoicing and developing QA/QC plan and preparing a project specific safety plan for consultant's employees who may be required to visit the City's facility.

4.1 - Prepare Detailed Work Plan. Consultant shall develop a detailed plan that includes the consultant's engineer and budget for each task. Deliverable will be a refinement of the Scope of Services and Estimated Labor Hours for the Scope of Services. This detailed plan will not alter the scope of services to be provided but rather it will break the services into manageable units of effort by team members.

4.2 - Prepare QA/QC Plan. Because of the limited nature of this project, the QA/QC plan will also be limited to assigning an individual to review the draft TM and the design documents before each submission to the City.

4.3 - Prepare Safety Plan. A detailed safety plan will be developed for consultant's employees who may be required to visit the City's facility. All wastewater facilities contain potential hazards that office-based personnel may not fully understand or be familiar with. A safety plan for wastewater facility site visits shall be prepared for the expected specific activities of this project. Deliverable shall be a written safety plan for this project.

4.4 - Prepare Change Management Plan. All scopes involve some level of change as a project proceeds. A change management plan is a system of documenting issues and agreements that may deviate from the original scope of services. For this project, a simple spreadsheet-based Decision Log will be utilized to document decisions affecting the services. Any changes in scope and budget will be agreed to in writing before consultant proceeds with the change.

4.5 - Prepare Status Reports and Invoices. Consultant shall keep the City informed of the design progress and budget status during the monthly project manager meetings. Invoices will be issued monthly (Approximately on the fifteenth of the month following the invoiced period).

Task 5 - Engineering Services During Construction

Consultant shall provide engineering services during construction, including those listed below. Consultant is not required to provide on-site construction management, resident engineering or specialty inspection as defined in laws or codes, unless explicitly specified below.

Task 5.1 – Review Submittals: Consultant shall review contractor submittals for conformance to the contract documents.

Task 5.2 - Respond to Contractor Questions: Consultant shall prepare responses to the construction contractor or the City when a Request for Information (RFI) is submitted to the consultant. The consultant shall log the RFIs, respond to the request and maintain a file of responses for each RFI.

Task 5.3 - Prepare Design Clarifications: When, in the judgment of the City, the intent of the design requires clarification, the consultant shall prepare sketches and/or written statements to clarify the intent to enable the construction contractor to construct the design as intended.

Task 5.4 - Prepare Request for Change (RFC): For changes to the contract documents necessary because of unforeseen conditions, changes requested by the City or changes necessary to incorporate a feature of the design, the consultant shall prepare drawings, sketches or specifications for the change in a RFC format selected by the City. The RFC will be sent to the construction contractor for preparation of a change order proposal. Consultant shall assist the City in review of the contractor's proposal and provide a recommendation.

Task 5.5 - Prepare Operation and Maintenance Manuals: Scope to be determined if this task desired.

Task 5.6 – Assist in the Start-up Process: Consultant shall perform a pre-start-up walk through,

develop a list of items not yet complete, develop a start-up plan and provide on-site assistance during start-up of the facilities.

ATTACHMENT B

INSURANCE REQUIREMENTS

CONSULTANT shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to properties which may arise from, or in connection with, the performance of the work hereunder by the CONSULTANT, his agents, representatives, employees, or sub-consultants. The cost of such insurance shall be included in the CONSULTANT's fee.

A. Minimum Scope of Insurance

Coverage shall be at least as broad as:

1. Insurance Services Office form number GL 0002 (Ed. 1/96) covering Commercial General Liability and Insurance Services Office form number GL 0404 covering Broad Form Commercial General Liability; or Insurance Services Office Commercial General Liability coverage ("occurrence" form CG 0001), including X, C, U (explosion, collapse, underground).
2. Insurance Services Office form number CA 0001 (Ed. 12/93) covering Automobile Liability, code 1 "any auto", or code 2 "owned autos" and endorsement CA 0025. Coverage also to include code 8 "hired autos" and code 9 "nonowned" autos.
3. Workers' Compensation insurance as required by the Labor Code of the State of California and Employers Liability insurance.
4. Errors and Omissions Liability insurance appropriate to the CONSULTANT's profession.

B. Minimum Limits of Insurance

CONSULTANT shall maintain limits no less than:

1. Commercial General Liability: \$1,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage.
3. Workers' Compensation and Employers Liability: Workers' Compensation limits as required by the Labor Code of the State of California and Employers Liability limits of \$1,000,000 per accident.
4. Errors and Omissions Liability: \$1,000,000 per occurrence.

C. Deductibles and Self-Insured Retentions

Any deductibles of self-insured retentions must be declared to, and approved by, the CITY. At the options of the CITY, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the CITY, its officials, employees, agents, and contractors; or the CONSULTANT shall procure a bond guaranteeing payment of losses and related investigations, claim administration, and defense expenses in an amount specified by the CITY.

D. Other Insurance Provisions

The policies are to contain, or be endorsed to contain, the following provisions:

1. General Liability and Automobile Liability Coverages

- a. The CITY, its officials, employees, agents, and contractors are to be covered as an additional insureds as respects: liability arising out of activities performed by, or on behalf of, CONSULTANT; products and completed operations of the CONSULTANT; premises owned, leased, or used by the CONSULTANT; or automobiles owned, leased, hired, or borrowed by the CONSULTANT. The coverage shall contain no special limitations on the scope of protection afforded to the CITY, its officials, employees, agents, and contractors.
- b. The CONSULTANT's insurance coverage shall be the primary insurance as respects the CITY, its officials, employees, agents, and contractors. Any insurance or self-insurance maintained by the CITY, its officials, employees, agents, or contractors shall be excess of the CONSULTANT's insurance shall not contribute with it.
- c. Any failure to comply with the reporting provisions of the policies shall not affect coverage provided to the CITY, its officials, employees, agents, or contractors.
- d. Coverage shall state that CONSULTANT's insurance shall apply separately to each insured against whom claim is made or suit is brought except with respect to the limits of the insurer's ability.

2. All Coverages

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled, or reduced in limits except after thirty (30) days' prior written notice has been given to the CITY.

E. Acceptability of Insurers

Insurance is to be placed with insurers acceptable to the CITY's Risk Manager.

F. Verification of Coverage

CONSULTANT shall furnish the CITY with certificates of insurance and with original endorsements affecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.

Copies of all the required ENDORSEMENTS shall be attached to the CERTIFICATE OF INSURANCE which shall be provided by the CONSULTANT's insurance company as evidence of the stipulated coverages. This proof of insurance shall then be mailed to:

CITY OF SAN JOSE
Office of Risk Manager
200 East Santa Clara Street
San Jose, CA 95112-5509

G. Sub-consultants

CONSULTANT shall include all subconsultants as insureds under its policies or shall obtain separate certificates and endorsements for each subconsultant.

ATTACHMENT C
STATEMENT OF QUALIFICATIONS
FORMAT AND SUBMITTAL REQUIREMENTS

1. SUBMITTAL TIME AND ADDRESS

One (1) original and five (5) copies of the Statement of Qualifications must be submitted by **4:00 PM (PST) on January 27, 2006**, to:

Department of Public Works,
Engineering and Construction Services Division
1661 Senter Road, Building A, First Floor
San Jose, CA 95112
Attention: Michael McCullough, Project Manager

2. FORMAT – STATEMENT OF QUALIFICATIONS

The minimum information required for the Statement of Qualifications shall be as listed in A through D below. The consultant may submit additional information provided that it is relevant to their experience or qualifications to perform the scope of services.

A. Letter of Transmittal

1. Confirms the receipt of the RFQ and all Addenda, if any, thereto
2. Provides the name, title, address and telephone number of the individual to whom correspondence and other contacts should be directed during the evaluation process
3. Provides the name, title, address and telephone number of the individual(s) authorized to contractually bind the firm
4. Signed by an officer authorized to bind the consultant firm contractually.

B. Table of Contents

C. Body of Statement of Qualifications

1. Management Plan
 - a. Organization chart showing the proposed relationships among the consultant's personnel, key employees of the project, and subconsultants
 - b. Name, position, summary of qualifications, resumes, related experience and proposed responsibilities of project manager and key personnel on the proposed organization chart
 - c. Proposed plan for quality and cost control to enhance the service and responsiveness to the City
2. Consultant Firm Experience as Related to the Scope of Services
 - a. Listing of projects with similar work scopes (include the following information)
 - i. Client's name, point of contact, addresses and telephone numbers
 - ii. Description, location of project and year of completion
 - iii. Description of services and total value of services provided
 - iv. Key personnel involved including all key disciplines

3. Subconsultant Firms Experience as Related to the Scope of Services
Provide listing of projects, description and value of services provided, client and point of contact information
4. Consultant Firm Background Information
 - a. Complete name of firm and business address of office that will perform the work
 - b. Year present firm established and parent company, if any
 - c. Type of ownership and, if a corporation, where incorporated
 - d. Minority/Woman owned? Yes/no
 - e. Addresses of all offices
 - f. Personnel by discipline: administrative, civil engineers devoted to storm and sanitary projects, drafting and technical support, hydraulic analysis, construction management, other disciplines, as applicable
 - g. Total current personnel and variation during the last five years
 - h. Consultant firm organization chart
 - i. Listing of other consultants that will be used and their disciplines and responsibilities
 - j. List of contracts terminated for convenience or default within the past three years, if any
 - k. List any litigation which now affects or may affect in the future the consultant firm's ability to perform

D. Signature Form (see Section 4 of this Attachment D)

3. QUESTIONS REGARDING REQUEST FOR QUALIFICATIONS

Written questions, if any, regarding the RFQ shall be sent to the above address so that they are received on or before January 19, 2006. Responses to questions, if any, will be forwarded by January 24, 2006 to each firm listed on the RFQ Holders List maintained by the Project Manager.

4. SIGNATURE FORM (Submit with qualifications)

No Statement of Qualifications shall be accepted which has not been signed in ink in the appropriate space below:

1. If CONSULTANT is an INDIVIDUAL, sign here (include a notarized affidavit attesting to the authenticity of said signature):

CONSULTANT's (signature)

Date

CONSULTANT's Name and Title (print or type)

2. If CONSULTANT is a PARTNERSHIP or JOINT VENTURE, at least two (2) Partners or each of the Joint Venturers shall sign here (include a notarized affidavit attesting to the authenticity of said signature):

Partnership or Joint Venture Name (print or type)

Member of the Partnership or Joint Venture (signature)

Date

Member of the Partnership or Joint Venture (signature)

Date

3. If CONSULTANT is a CORPORATION, the duly authorized officer(s) shall sign as follows:
The undersigned certify that they are respectively:

Title

and

Title

of the corporation named below; that they are designated to sign this Proposal Form by resolution (attach a certified copy, with corporate seal, if applicable, notarized as to authenticity or Secretary's certificate of authorization) for and on behalf of the below named CORPORATION, and that they are authorized to execute same for and on behalf of said CORPORATION.

Corporation Name (print or type)

By: _____
Title

Date: _____

By: _____
Title

Date: _____

ATTACHMENT D
(SUBMIT WITH QUALIFICATIONS)
LOCAL BUSINESS ENTERPRISE

It is the policy of the City of San Jose to encourage business activity in San Jose. Effective August 3, 1993, the City adopted Resolution 64808 which establishes a Local Preference Policy for the procurement of supplies, materials, equipment, general and professional services.

In determining the most advantageous proposal to the City, the status of the vendor as a Local Business Enterprise shall be considered. "Local Business Enterprise" means a business enterprise, including but not limited to a sole proprietorship, partnership, or corporation have a legitimate business presence in the City of San Jose. Evidence of a legitimate business presence in San Jose shall include:

- a. Having a current San Jose business license; and
- b. Having either of the following types of offices operating legally within the City of San Jose:
 - i. The contractor's principal business office; or
 - ii. The contractor's regional, branch or satellite office with at least one full time employee located in San Jose.

In determining the most advantageous proposal or most advantageous price quotation, consideration of performance and price shall take precedence over status as Local Business Enterprise.

Do you wish to claim status as a San Jose based vendor? YES____ NO____

If yes, please provide a copy of your City of San Jose Business License and written evidence of principal business office, branch or satellite office with at least one full time employee located in San Jose with your proposal.

If you fail to submit the proper information with your proposal you will be denied consideration for local preference. The information cannot be submitted later.